

QTP 4Y0X2-4
September 2001

DENTAL LABORATORY SPECIALTY

Volume 4. Administration and Management



381st Training Squadron

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Qualification Training

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Pages: 67

Volume 4, *Administration and Management*, contains modules on managing inventories of artificial teeth and precious metals, preparing budgets, maintaining official files, managing supplies and equipment, reporting treatment data, and evaluating staffing requirements. This QTP is designed to enhance 5- and 7-skill level OJT of dental laboratory personnel. The 4Y0X2 Career Development Course may be used to compliment the training references listed in each module. All four QTPs are intended to be used by trainees, trainers, supervisors, and task certifiers. Before initiating any training you should review your responsibilities--as a supervisor/trainer--for conducting on-the-job training (OJT) per AFI 36-2201, *Developing, Managing, and Conducting Training*.

QTPs are designed to help you conduct and evaluate your field training. Once you begin upgrade training you are required to use the QTPs. QTPs provide continuity to the trainee's upgrade training and are divided into the following volumes: 1) *General Skills*; 2) *Fabricating Fixed Restorations*; 3) *Fabricating Removable and Orthodontic Appliances*; and 4) *Administration and Management*. The QTP modules were written to assist you in preparing for and conducting training. You *must* use the QTP modules for training when either: 1) the STS task is a core task (minimum qualification for the specialty); or 2) you have identified the STS task as a requirement of the trainee's job. Each module segments the major tasks into teachable elements. Your goal is to provide enough training and guidance so trainees can do all task related steps, without assistance, and produce an appliance that meets local requirements for speed and accuracy. QTPs also aid OJT task certifiers in evaluating the trainee's demonstrated performance. If you have local training requirements not covered by a QTP module you *should* develop "steps in performance" and "performance checklists" that support and standardize those tasks.

Accompanying each volume of QTPs is a *qualification training progress record*. This QTP record serves as a document to record the date the trainee completes each module. Every person in qualification/upgrade training *must* have this QTP progress record filed in their OJT folder. Use and annotation of this progress record is similar to current OJT documentation. When *you* are satisfied the trainee meets standards, as prescribed in the QTP performance checklist, *you* must document and initial each task completion date in column 2B of the Specialty Training Standard (STS) and the "date completed" column in the QTP progress record. If a person is being recertified on a task that is supported by a QTP you must use that module to complete the recertification process.

Typically, you will manage each module by first, training the tasks and then, evaluating performance. Your local steps in performance may vary from the method listed in the QTP module. If this is the case, you are authorized to make changes to the first half of each module, (i.e. steps in task performance); however, the "performance checklist" is considered a *standard* and cannot be altered. You may train each QTP volume/module in any sequence; however, when conducting training use an organized and methodical approach. This will reduce your training time and enhance your efforts.

When beginning any training process you should first, review the procedures in each module with the trainee. Second, direct the trainee to review the training references listed to prepare for task performance. Third, go through the steps in task performance with the

trainee, allowing enough time to adequately train each step (some modules may take longer to teach). Fourth, evaluate the trainee's work at each critical step--using the performance checklist at this point will be helpful. Fifth, evaluate the trainee's performance and provide feedback on any areas for improvement. Finally, when the trainee has successfully completed the task you must document and initial both the STS and the QTP progress record. If the trainee does not accomplish the module, conduct follow-up instruction until the trainee successfully completes the task.

The QTP project goal of the 381 TRS, Sheppard AFB TX, is to publish a useable document for trainers and trainees. You are encouraged to write-in changes or revisions to the QTPs. A corrections/improvements letter is located on the last page of each QTP volume. You may choose to call in your recommendations to DSN 736-7008 or FAX DSN/Commercial 736-6928 or (817) 676-6928 or email the author at mark.cochrane@sheppard.af.mil.

The inclusion of names of any specific commercial product, commodity, or service in this publication is for informational purposes only and does not imply endorsement by the Air Force.

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MODULE 1. INSPECTING QUALITY OF CLINICAL CASEWORK RECEIVED

STS TASK REFERENCE(S):

9a(2) Inspect quality of clinical casework received

TRAINING REFERENCE(S):

USAF Dental Service Management Guide

Local Dental Laboratory Submission Standards

Area Dental Laboratory Submission Standards

EVALUATION INSTRUCTIONS:

Demonstrate how to inspect the quality of clinical casework received to ensure compliance with established laboratory fabrications standards. Have the trainee inspect clinical casework received and identify discrepancies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

DD Form 2322

Casts

Dies

Interocclusal record

Impressions

STEPS IN TASK PERFORMANCE:

1. Verify completeness of casework
 - a) DD Form 2322
 - b) Diagnostic casts, opposing cast, working cast, surveyed design cast
 - c) Interocclusal records
 - d) Impressions
2. Verify completeness of DD Form 2322 IAW AFI 47-101, Attachment 15.
 - a) Shade and Mold Guide
 - b) Date Delivered
 - c) Prosthesis Design
 - d) Enclosed Items
 - e) Clinicians Remarks/Instructions
 - f) Typed Name and Grade of Dental Officer with Signature
3. Verify impression/cast is free of voids, tears, and distortion
4. Verify interocclusal record is free of distortion
5. Verify maxillary/mandibular cast relationship – check for rocking/interferences
6. Verify adequate interocclusal space exists for designed prostheses
7. Verify proper die preparation:
 - a) Die trimmed
 - b) Margins marked
 - c) Preparation free of voids or undercuts
 - d) Hardener/Spacer applied
 - e) Die preparation compatible with restoration design; i.e. porcelain margin



8. Identify discrepancies

MODULE 1. INSPECTING QUALITY OF CLINICAL CASEWORK RECEIVED

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to inspect the quality of clinical casework received and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

INSPECTING QUALITY OF CLINICAL CASEWORK RECEIVED

DID THE TRAINEE...?	YES	NO
1. Use ADL or local quality control standards to inspect the quality of clinical casework received?		
2. Verify completeness of DD Form 2322		
3. Verify completeness of casework		
4. Verify quality of casts		
5. Verify quality of interocclusal records		
6. Verify maxillary/mandibular cast relationship		
7. Verify proper die preparation		
8. Identify discrepancies		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 2. INSPECTING QUALITY OF LABORATORY CASEWORK COMPLETED

STS TASK REFERENCE(S):

9a(3) Inspect quality of laboratory casework completed

TRAINING REFERENCE(S):

USAF Dental Service Management Guide

Local Dental Laboratory Fabrication Standards

EVALUATION INSTRUCTIONS:

Demonstrate how to inspect the quality of laboratory casework completed to ensure compliance with established laboratory fabrications standards. Have the trainee inspect laboratory casework completed and identify discrepancies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

DD Form 2322

Dies

Completed restoration

Microscope

Casts

Interocclusal record

Shim stock

STEPS IN TASK PERFORMANCE:

1. Review DD Form 2322
2. Verify completeness of casework
3. Verify restoration fabricated per design and instructions
4. Verify accurate maxillary/mandibular cast relationship – check for rocking/interferences
5. Verify proper fit of restoration
6. Verify proper shade and characterization of porcelain restorations
7. Verify porosity free/ highly polished surfaces
8. Verify a nodule free interior surface using a microscope (fixed)
9. Verify closed and complete margins (fixed)
10. Verify proper contours and anatomical features of prosthesis
11. Using shim stock, verify proper proximal and tissue contacts (fixed)
12. Verify articulator is adjusted and functioning properly
13. Using the articulator and shim stock, verify centric contacts between maxillary and mandibular casts without the restoration in place
14. Using the articulator and shim stock, verify centric/eccentric contacts between prosthesis and opposing cast
15. Using the articulator, verify absence of destructive eccentric contacts

MODULE 2. INSPECTING QUALITY OF LABORATORY CASEWORK COMPLETED

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to inspect the quality of clinical casework received and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

INSPECTING QUALITY OF LABORATORY CASEWORK COMPLETED

DID THE TRAINEE...?	YES	NO
1. Use established laboratory fabrications standards to inspect the quality of clinical casework received?		
2. Verify restoration fabricated per DD Form 2322		
3. Verify accurate maxillary/mandibular cast relationship		
4. Verify porosity free/ highly polished surfaces		
5. Verify nodule free interior surface using a microscope (fixed)		
6. Verify closed and complete margins (fixed)		
7. Verify proper contours and anatomical features of prosthesis		
8. Verify articulator is adjusted and functioning properly		
9. Use the articulator and shim stock to verify centric/eccentric contacts		
10. Use the articulator to verify absence of destructive eccentric contacts		
11. Identify discrepancies		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 3. MANAGING AN INVENTORY OF ARTIFICIAL TEETH

STS TASK REFERENCE(S):

- 9b Manage inventory of artificial teeth

TRAINING REFERENCE(S):

AFP 162-6, Vol. 2, *Dental Laboratory Technology*

EVALUATION INSTRUCTIONS:

Demonstrate how to manage the inventory of artificial teeth IAW AFP 162-6 or locally established guidelines. Explain how the even tooth exchange privilege is used. You do not need to appoint the trainee this duty to qualify training for this module. Have the trainee manage the inventory of artificial teeth. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Artificial Teeth

Manufacturer's Order Forms

Artificial Tooth Management File

Tooth Cabinet

STEPS IN TASK PERFORMANCE:

1. Establish a file folder with stock level sheets, orders due in, and orders received
2. Demonstrate how to close out the existing file and initiate a new file
3. Carry forward the most current stock level sheets and all orders due in
4. Analyze past tooth orders to determine usage and adjust stock levels to avoid being under or overstocked
5. Review stock level sheets annually or semi-annually; date and initial each review, coordinate any proposed stock level changes through your laboratory flight commander/chief
6. Adjust stock levels as approved
7. Make maximum use of the service stock level method and order often
8. Review orders due in to avoid reordering and overstocking teeth
9. When broken sets are available, prepare even exchanges for teeth needed using the manufacturer's order forms
10. Ensure teeth for even exchange meet the requirements of the exchange privilege agreement
11. Send even exchange orders directly to the manufacturer and not through medical logistics
12. Prepare new tooth orders for each brand, mold, and shade needed, use manufacturer's order forms
13. Date order forms and add up quantities requested
14. Prepare requisition forms and forward tooth orders to dental supply or medical materiel section
15. Verify and date orders received
16. Follow-up on orders due in which have not been received in a reasonable time, usually 30 days
17. Maintain drawers of tooth cabinets in neat, orderly manner

MODULE 3. MANAGING AN INVENTORY OF ARTIFICIAL TEETH

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to manage artificial teeth and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

MANAGING AN INVENTORY OF ARTIFICIAL TEETH

DID THE TRAINEE...?	YES	NO
1. Maintain the contents of the existing artificial tooth management file IAW AFP 162-6, <i>Dental Laboratory Technology</i> or locally established guidelines		
2. Review past tooth orders to validate current stock levels		
3. Review orders due in to avoid reordering and overstocking teeth		
4. Prepare even exchanges when broken sets are available IAW the exchange privilege agreement		
5. Prepare new tooth orders for teeth needed		
6. Verify and date orders received		
7. Maintain tooth cabinets in neat orderly manner		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 4. MANAGING THE DENTAL REGISTER OF PRECIOUS METALS AND ALLOYS

STS TASK REFERENCE(S):

- 9c Manage the Dental Register of Precious Metals and Alloys
- 9d Secure precious metals and alloys
- 9e Recover precious metals and alloys

TRAINING REFERENCE(S):

AFMAN 23-110, Vol. 5, *AF Medical Materiel Management System--General*
AFI 31-209, *The Air Force Resource Protection Program*
AFI 47-101, *Managing Air Force Dental Services*

EVALUATION INSTRUCTIONS:

Demonstrate how to manage, secure, and recover precious metals and alloys IAW applicable directives and local operating instructions. You do not need to appoint the trainee this duty to qualify training for this module. Have the trainee manage, secure, and recover precious metals and alloys. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Dental Register of Precious Metals and Alloys	Electronic Scale or Balance
Hand Held Vacuum	Precious Metals and Alloys
Safe or Vault	

STEPS IN TASK PERFORMANCE:

1. Maintain the register in a folder or notebook, file credit and debit vouchers separately
2. Maintain a separate AF Form 520, Record of Dental Precious Metals and Alloys, for each type of precious metal used and index them according to stock number
3. Make all entries in ink; cross out and initial errors with a single line and enter the correct information—DO NOT use whiteout
4. Close out registers at the end of the fiscal year and establish new register on 1 October of each succeeding year
5. Have inventories accomplished: before closing out the old register; when a custodian is appointed; or anytime any precious metals custodian is reassigned
6. Keep precious metals locked in a safe or vault when not in use
7. Annotate SF 702, Safe or Cabinet Security Record, when opening and closing the safe
8. Restrict combination and access only to authorized individuals listed on SF Form 700, Security Container Information
9. Change combination of safe annually or when there is a custodial change and reaccomplish SF Form 700, Security Container Information
10. Verify balances of precious metals on hand matches AF Form 520 and all accounting in the register is accurate before working in the register
11. Make debit voucher entries on AF Form 520 when items are received from medical logistics
12. Issue precious metals on DD Form 2322, Dental Laboratory Work Authorization, and account for expenditures
13. Assign credit voucher numbers and make entries on AF Form 520 for expenditures of precious metals and alloys
14. For restorations which did not fit after try-in, assign debit voucher number to DD Form 2322 and reenter weights on appropriate AF Form 520
15. When dentists turn-in a patient's old restoration to the laboratory, assign debit voucher number to DD Forms 2322 and make entries on the appropriate AF Form 520
16. Recover scrap or grindings containing precious metals using hand held vacuum
17. Assign debit voucher numbers and make entries on AF Form 520 for scrap or grindings containing precious metals unfit for further use
18. Turn-in precious metals which are excess or unfit for use and grindings to medical logistics using applicable documents
19. Conduct monthly inventory, with inspector, to verify quantity of precious metals on hand are the same as that recorded on the AF Forms 520
20. Accomplish AF Form 85, Inventory Adjustment Voucher, to correct imbalances due to accounting error, but not due to actual loss of property
21. Inspectors may initiate a DD Form 200, Inquiry and Investigation into Financial Liability for Government Property, for shortages of precious metals discovered



MODULE 4. MANAGING THE DENTAL REGISTER OF PRECIOUS METALS AND ALLOYS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to manage, secure, and recovery precious metals and satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

MANAGING THE DENTAL REGISTER OF PRECIOUS METALS AND ALLOYS

DID THE TRAINEE...?	YES	NO
1. Annotate SF 702 when opening or closing the safe		
2. Verify balances of precious metals on hand and ensure register was properly maintained before working in the register		
3. Correctly annotate debit voucher entries on AF Form 520 for metals received from medical logistics		
4. Correctly issue and account for expenditures on DD Form 2322		
5. Correctly assign credit voucher numbers and make entries on AF Form 520 for metals expended		
6. Correctly assign debit voucher numbers and make entries on AF Form 520 for restorations which did not fit after try-in		
7. Recover scrap or grindings containing precious metals		
8. Correctly assign debit voucher numbers and make entries on AF Form 520 for scrap or grindings containing precious metals		
9. Conduct monthly inventories with inspector to verify quantities of precious metal on hand match those recorded on the AF Form 520		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 5. MANAGING FINANCIAL REQUIREMENTS**STS TASK REFERENCE(S):**

9f Aid in preparation of budget and financial requirements

TRAINING REFERENCE(S):

AFI 41-120, *Medical Resource Management Operations*

AFI 41-209, *Medical Logistics Materiel and Services Support*

AFI 47-101, *Managing Air Force Dental Services*

EVALUATION INSTRUCTIONS:

Demonstrate how to prepare the budget/financial plan for the following fiscal year. Have the trainee assist in preparing the budget/financial plan for the following fiscal year. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Base Dental Service Reports

Current and Past Budgets

Local Cost Center Managers Guide

Cost Center Manager Reports

Historical Maintenance Report

Three-year Equipment Budget Requirement List

**STEPS IN TASK PERFORMANCE:**

1. For budget preparation in general, the following applies:
 - a. Get started early and take notes on factors that will affect your budget
 - b. Develop budget on known rate increases, projected workload, and historical data
 - c. Incorporate into the budget any mission changes, financial analyses, and anticipated changes for the coming year which affect expenses
 - d. Review current budget obligations and analyze cost increases
 - e. Make all estimates in increments of thousands of dollars, rounded to the nearest hundred dollars
 - f. Expenditures of section funds are reported by Element of Expense/Investment Code (EEIC)
2. Estimate expenses for code 40 - Temporary Duty (TDY)
3. Account for operational TDYs (consultant visits, ADL workshops, attendance at symposia, etc.), continuing education (meetings, locally funded courses, etc.), and administrative (MAJCOM conferences, promotion and resident selection boards, specialty board examinations, enlisted certification exams etc.) needs
4. Estimate expenses for code 604 - Medical/Dental supplies
5. Review historical data such as cost per: Dental Weighted Value (DWV); Dental Laboratory Weighted Value (DLWV), or other appropriate productivity data (i.e. inclusion of ADA codes to identify tasks and procedures)
6. Justify requests for increased or decreased funding based on changes in manpower, mission, or known costs; be specific and prepare requests in detail
7. Estimate expenses for code 609 - Nonmedical supplies
8. Account for printing costs (resident training materials, patient education handouts, etc.) and purchased maintenance for equipment
9. Estimate expenses for code 624 - Medical expense equipment
10. Review 3-year equipment replacement plan to ensure all equipment projected to be replaced is included in the budget
11. Review Historical Maintenance Report
12. Estimate expenses for code 628 - Nonmedical expense equipment
13. Prepare and report estimates of expenses in budget
14. Carefully monitor expenditure rates during the fiscal year
15. Advise the Resource Management Office of any changes increasing fund consumption at any time during the year
16. Prepare justification to support EEIC changes

MODULE 5. MANAGING FINANCIAL REQUIREMENTS**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to assist in preparing the budget/financial plan for the following fiscal year. Evaluate the trainee's performance using this checklist.

MANAGING FINANCIAL REQUIREMENTS

DID THE TRAINEE...?	YES	NO
1. Estimate expenses for code 40 - Temporary Duty (TDY), considering all operational, continuing education, and administrative needs		
2. Estimate expenses for code 604 - Medical/Dental supplies based on known rate increases, projected workload, and historical data		
3. Estimate expenses for code 609 - Nonmedical supplies, accounting for all nonmedical needs		
4. Review 3-year equipment replacement plan to ensure all equipment projected to be replaced is included in the budget		
5. Estimate expenses for code 624 - Medical expense equipment		
6. Estimate expenses for code 628 - Nonmedical expense equipment		
7. Assist in preparing financial plan		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 6. MAINTAINING ADMINISTRATIVE FILES

STS TASK REFERENCE(S):

- 9j Maintain dental laboratory administrative files

TRAINING REFERENCE(S):

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFI 37-138, *Records Disposition -- Procedures and Responsibilities*

AFI 47-101, *Managing Air Force Dental Services*

EVALUATION INSTRUCTIONS:

Demonstrate how to maintain dental laboratory administrative files. Have the trainee maintain dental laboratory administrative files. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Artificial Tooth Management File
Dental Register of Precious Metals and Alloys
Files Disposition Control Label (AF Form 82)
Employee Safety and Health Records (AF
Form 55)

Dental Laboratory Management Notebook
Material Safety Data Sheets (MSDS)
On-The Job Training Records (AF Form 623)
Laboratory Copy of DD Forms 2322
(Completed)

STEPS IN TASK PERFORMANCE:

1. Maintain a Dental Laboratory Management Notebook containing the following suggested documents:
 - a. Letters of appointment
 - b. A copy of Laboratory Operating Instructions
 - c. Self-inspection checklists
 - d. Annual financial plan
 - e. Minutes of meetings and functions attended by laboratory personnel
 - f. ADL newsletters for current and previous years
 - g. Date of last visit by ADL and trip report
 - h. Date and names of person(s) attending the ADL workshops for the past 2 years
 - i. Records of the user equipment maintenance program
 - j. Continuing education plan including records of meetings and attendees
 - k. Baseline and annual environmental health surveys
 - l. Annual Resource Protection/Security Inspection
2. Maintain completed DD Forms 2322 for six months and dispose of IAW AFI 37-138
3. Close out Dental Register of Precious Metals and Alloys at the end of each fiscal year and establish new registers on 1 October of each succeeding year
4. Dispose of contents of closed out registers IAW AFI 37-138
5. Close out old Artificial Tooth Management file and start new file on 1 October of each year
6. Carry forward the most current stock level sheets and all orders due in
7. Dispose of contents of closed out registers IAW AFI 37-138
8. Maintain and use On-The Job Training Records according to AFI 36-2201
9. Maintain Material Safety Data Sheets (MSDS) for the dental laboratory
10. Maintain Employee Safety and Health Records (AF Form 55)
11. Maintain Dental Laboratory Equipment Folder, containing manufacturer's operating instructions and maintenance literature

**MODULE 6. MAINTAINING ADMINISTRATIVE FILES****PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

MAINTAINING ADMINISTRATIVE FILES

DID THE TRAINEE...?	YES	NO
1. Maintain administrative files such as letters of appointment, meeting minutes, ADL newsletters, etc., ensuring currency of documentation		
2. Maintain official files such as completed DD Forms 2322 and the Dental Register of Precious Metals IAW applicable directives		
3. Dispose of official files IAW AFI 37-138		
4. Maintain personnel files such as Employee Safety and Health Records and OJT Records IAW applicable directives		
5. Maintain other files such as MSDSs and equipment manufacturer's literature in an organized way, ensuring safe and practical use of materials and equipment		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 7. PREPARING REQUEST FOR ISSUE/TURN-IN SUPPLIES AND EQUIPMENT

STS TASK REFERENCE(S):

- 9k(3) Research supplies/equipment for procurement using medical or federal catalogs
- 9k(4) Prepare request for issue/turn-in of supplies and equipment

TRAINING REFERENCE(S):

- AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*
- AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

For this module, you will need FEDLOG and MEDCAT, which are both logistics programs. Demonstrate how to research supplies and equipment for procurement using FEDLOG and MEDCAT. Demonstrate how to prepare requests for issue/turn-in of supplies and equipment. Have the trainee research supplies/equipment using the federal catalog and also prepare requests for issue/turn-in of supplies and equipment. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Computer Printer
DD Form 1348-6, Single Line Item Requisition System Document
FEDLOG
MEDCAT
Federal Catalogs
Computer with CD-ROM

**STEPS IN TASK PERFORMANCE:****FEDLOG:**

1. Open FEDLOG program
2. Press any key to get to the main menu
3. Select "F3" Interactive; search criteria
4. Enter 1 of 8 areas to search and press the "F2" to initiate the search
5. Tag items you want information on by highlighting the item and pressing enter, F8 will Tag All the items in the list and F9 will Untag All
6. View 1 of 6 choices and tag your selection and conduct your search
7. Once you have the data you need, you may print it by pressing F7
8. Press Esc any time during your search, to return to previous screen or F10 for Main Menu
9. Press the Alt key and the X key to exit the system
10. Prepare request for Turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
11. Prepare appropriate form (e.g. DD 1348-6, AF 601, or AF 2005) and enter reason for the turn-in in the remarks section
12. Prepare AF Form 601 for equipment request
13. Prepare DD Form 1348-6 or AF Form 601 request or turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
14. Prepare DD Form 1348-6 or AF Form 601 and enter reason for the turn-in in the remarks section
15. Acceptable Turn-in items consist of unserviceable and suspended items identified as "other than serviceable" and serviceable items that no longer fit your requirements
16. Logistics provides you with a signed copy of the turn-in document
17. Maintain your signed copy until you receive a copy of the issue/turn-in listing

MEDCAT:

1. Open MEDCAT program
2. Press Enter on the MEDCAT SEARCH
3. Enter the last 9 digits of NSN or enter data in 1 of the other 4 areas to search
4. Press F2 to start search
5. Press the * to select or deselect the highlighted record
6. Press F7 to select the view you want to see
7. Press F6 to print the record
8. Press Esc at any time to return to the previous screen
9. Press F10 to Quit the program
10. Prepare request for Turn-in of supplies or equipment as a result of reduced workload, a change in procedures or mission, or overstocking
11. Prepare appropriate form (e.g. DD 1348-6, AF 601, or AF 2005) and enter reason for the turn-in in the remarks section.
12. Acceptable Turn-in items consist of unserviceable and suspended items identified as "other than serviceable" and serviceable items that no longer fit your requirements
13. Logistics provides you with a signed copy of the turn-in document
14. Maintain your signed copy until you receive a copy of the issue/turn-in listing

MODULE 7. PREPARING REQUEST FOR ISSUE/TURN-IN SUPPLIES AND EQUIPMENT

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to research supplies/equipment using FEDLOG and MEDCAT and also prepare requests for issue/turn-in of supplies and equipment. Evaluate the trainee's performance using this checklist.

PREPARING REQUEST FOR ISSUE/TURN-IN SUPPLIES AND EQUIPMENT

DID THE TRAINEE...?	YES	NO
1. Access the FEDLOG and MEDCAT successfully		
2. Provide an accurate printout of the results of the search		
3. Exit the system successfully		
4. Accurately fill out DD Form 1348-6 on issue or turn-in of supplies or equipment		
5. Maintain a signed copy of the issue/turn-in listing		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 8. MANAGING STOCK LEVELS

STS TASK REFERENCE(S):

9k(5) Manage stock levels

TRAINING REFERENCE(S):

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*

EVALUATION INSTRUCTIONS:

Demonstrate how to manage stock levels of dental supplies. Have the trainee manage stock levels of dental supplies. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Computer Printer

Flammable Storage Cabinet

Using Activity Shopping Guide

Vault or Safe

Computer with CD-ROM

MEDLOG

Using Activity Stock Status Report

STEPS IN TASK PERFORMANCE:

1. You must maintain a clean and orderly storage area to manage stock levels adequately
2. Most items will be Nationally Stock listed or Local Purchase (non stock listed)
3. Normally, items are stored in stock number sequence to facilitate inventories and inspections, but items may be stored functionally
4. Stock items so they can be issued with first-in/first-out; this ensures items are issued by earliest expiration date first
5. Label shelves with the stock number, item name, maximum level, and reorder point
6. Ensure you store items so they do not interfere with the operation of safety equipment, i.e. fire extinguisher or fire doors
7. Store and return acid(s) IAW AFOSH 127-43 and local directives
8. All flammable items must be separated and stored in a flammable storage cabinet
9. Do not exceed maximum permissible floor load
10. All controlled medical items such as Code "R"(gold, silver, platinum) and "Q"(drugs, or schedule III, IV, or V items) must be signed for and stored in a vault or safe
11. Maintain a stock control level for items that are ordered on a recurring basis, take into consideration the economic order, safety level, and pipeline time quantities
12. Stock levels are established for the items used on a recurring basis and maintained on the shopping guide
13. Levels will be adjusted based on your ordering history; it is best if orders are consistent
14. You can control your levels manually or let MEDLOG control it for you. Either way, your level is calculated based on your daily demand rate and the days between being restocked
15. If you want MEDLOG to control your levels automatically, inform Medical Supply to do so
16. If you control your stock levels manually, ask medical supply to print a Using Activity Stock Status Report
17. This report will list how often you ordered items on a recurring basis and show the daily demand rate
18. This report will also display a suggested shopping guide level (SGL)
19. You can choose to use the suggested level, raise, or lower it; levels will remain the same until you choose to change them



MODULE 8. MANAGING STOCK LEVELS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to manage stock levels of dental supplies and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

MANAGING STOCK LEVELS

DID THE TRAINEE...?	YES	NO
1. Maintain a clean and orderly storage area		
2. Stock items using first-in/first-out, issuing earliest expiration dates first		
3. Label shelves and cabinets accurately with required information		
4. Maintain all flammables in a flammable storage cabinet		
5. Ensure all controlled items are secured in a vault or safe		
6. Maintain an accurate, realistic stock level on all items		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 9. STORING DANGEROUS MATERIALS**STS TASK REFERENCE(S):**

9k(6) Store dangerous/flammable materials

TRAINING REFERENCE(S):

AFOSH 127-43, *Flammable and Combustible Liquids*

EVALUATION INSTRUCTIONS:

Demonstrate how to store dangerous or flammable materials. Ensure the trainee understands the terminology used concerning safety and health. Have the trainee store dangerous or flammable materials. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Flammable and Dangerous Materials

Flammable Storage Cabinet

STEPS IN TASK PERFORMANCE:

1. Store flammable materials in approved storage cabinet labeled “Flammable - Keep Fire Away”
2. Flammable liquids have a flashpoint below 100°F and are classified as either Class 1A, 1B, or 1C
3. Combustible liquids have a flashpoint at or above 100°F and are classified as either Class II, Class III A, and III B
4. Containers of flammable or combustible liquids will remain tightly sealed except when transferred, poured, or applied
5. The storage of any flammable or combustible liquids must not obstruct a means of escape from the building or area
6. Laboratories will publish operating instructions identifying working supplies of flammable and combustible liquids



MODULE 9. STORING DANGEROUS MATERIALS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to store dangerous or flammable materials and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

STORING DANGEROUS MATERIALS

DID THE TRAINEE...?	YES	NO
1. Label the outside of an approved flammable cabinet correctly		
2. Ensure all flammable or combustible liquids were sealed appropriately		
3. Store all flammable and combustible supplies without obstructing exits		
4. Publish operating instructions, identifying working supplies of flammables and combustible liquids		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 10. STORING AND TURNING-IN DISPOSABLE ITEMS**STS TASK REFERENCE(S):**

9k(7) Store/turn-in disposable items for destruction such as needles, blades and syringes

TRAINING REFERENCE(S):

OSHA 3129, *Controlling Occupational Exposure to Bloodborne Pathogens in Dentistry*

AFI 44-108, Infection Control Program

AFI 47-101, Managing Air Force Dental Services

Year 2000 USAF Dental Infection Control Guidelines

EVALUATION INSTRUCTIONS:

Demonstrate how to store and turn-in disposable items. Have the trainee store and turn-in disposable items. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Sharps Container

Used Sharps

STEPS IN TASK PERFORMANCE:

1. Don personal protective equipment when handling contaminated items
2. Discard contaminated needles, disposable sharps, (such as Bard Parker blades, endodontic files or dental wires with exposed ends) in containers that can be resealed, are puncture-resistant, leakproof, and colored red or labeled with the biohazard symbol
3. Containers must be easily accessible, maintained upright, and not filled over two-thirds capacity
4. Place contaminated, sharp instruments in containers that are puncture-resistant, leakproof, colored red or labeled with the biohazard symbol until properly processed.
5. Do not recap, bend, or remove contaminated needles from syringes unless required by the dental or medical procedure or no alternative is feasible. In which case, use forceps or one handed technique
6. Other regulated waste generated from dental procedures must be contained in resealable bags or containers that prevent leakage and are colored red or labeled
7. Broken glass, that may be contaminated, should be cleaned up with a brush or tongs, but never picked up by hand; even if gloves are worn
8. A secondary container is necessary for containers that are contaminated on the outside
9. Turn-in disposable items containers to dental logistics
10. Waste removed from the facility may be regulated by a combination of local, state, and federal laws



MODULE 10. STORING AND TURNING-IN DISPOSABLE ITEMS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to store and turn-in disposable items and satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

STORING AND TURNING-IN DISPOSABLE ITEMS

DID THE TRAINEE...?	YES	NO
1. Discard contaminated needles and disposable sharps in an approved container		
2. Ensure the containers were resealable and properly labeled		
3. Turn-in two-thirds full disposable containers to dental logistics		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 11. USING MEDICAL EQUIPMENT OR SUPPLY REPORT LISTINGS

STS TASK REFERENCE(S):

9k(8) Use medical equipment or supply reports/listings

TRAINING REFERENCE(S):

AFM 167-230, *Medical Logistics System (MEDLOG): I008/AJ Users Manual*

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

Demonstrate how to use medical equipment or supply report listings. Have the trainee use medical equipment or supply report listings. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Three-Year Equipment Budget Requirement
List

Custodial Actions List (CAL)

FEDLOG

MEDCAT

Using Activity Issue/Turn-in Summary

Air Force Medical Logistics Letters (AFMLL)

Custody Receipt/Locator List (CRLL)

Historical Maintenance Report (HMR)

Using Activity Backorder Report

**STEPS IN TASK PERFORMANCE:****Supply Computer Products**

1. Maintain supply/equipment publications and records IAW applicable directives
2. Review Using Activity Backorder Report for total dollar value due-out, and the number of line items due-out to each activity
3. Review the monthly Backorder Report and return an annotated copy to medical logistics if changes or cancellation of due-outs are required
4. Maintain one copy of the Backorder Report in the property custodian binder
5. Review Using Activity Issue/Turn-in Summary list to verify all issues, reversals, turn-ins, and high dollar issue items for the using activity

Equipment Computer Products

1. Order the CRLI on an as required basis change of property custodians
2. Verify CALs to CRLI for gains and losses that occurred during the processing cycle
3. Conduct annual inventory of MEMO controlled property
4. Sign and return the certified copy to MEMO
5. File one copy of all certified listings in the MEMO property custodian file
6. Destroy CALs after the new CRLI reflecting all the changes has been certified and signed by the property custodian

MODULE 11. USING MEDICAL EQUIPMENT OR SUPPLY REPORT LISTINGS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to use medical equipment or supply report listings and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

USING MEDICAL EQUIPMENT OR SUPPLY REPORT LISTINGS

DID THE TRAINEE...?	YES	NO
1. Maintain supply/equipment publications and records IAW applicable directives		
2. Properly review and annotate the Using Activity Backorder Report		
3. Return the annotated copy of the Using Activity Backorder Report to medical logistics by the 7th calendar day of the month		
4. Properly file the custodians copy of the Backorder Report		
5. Receive all issues and reversals during the month and properly identify them on the Using Activity Issue/Turn-in Summary List		
6. Receive a CAL and properly sign and file the list		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 12. REPORTING UNSATISFACTORY SUPPLIES OR EQUIPMENT

STS TASK REFERENCE(S):

9k(9) Report unsatisfactory supplies or equipment

TRAINING REFERENCE(S):

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

The trainee must be able to identify and report unsatisfactory supplies and equipment. After ensuring the trainee has received sufficient training, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Reporting and Processing Medical Complaints/Quality Improvement Report (SF 380)

STEPS IN TASK PERFORMANCE:

1. Physically identify unsatisfactory equipment or supplies
2. Identify which category, (type I, II, III), the equipment falls under
3. Contact dental laboratory supply or dental logistics personnel
4. Properly fill out correct documents for turn-in if required
5. Transfer equipment/supplies to dental or medical logistics
6. File turn in document in appropriate work center binder for reference
7. Send copy of SF 380, Reporting and Processing Medical Complaints/Quality Improvement Report to Dental Investigative Service (DIS)

MODULE 12. REPORTING UNSATISFACTORY SUPPLIES OR EQUIPMENT**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to report unsatisfactory supplies or equipment and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

REPORTING UNSATISFACTORY SUPPLIES OR EQUIPMENT

DID THE TRAINEE...?	YES	NO
1. Verify that the equipment/supplies are unsatisfactory for further use		
2. Properly notify the custodian for turn-in		
3. Properly categorize the materiel to the proper type (I, II, or III)		
4. Ensure that the equipment/supplies are turned in to medical logistics		
5. Ensure that documentation was filed into locally established binders for tracking equipment dispositions		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 13. MANAGING THE USER MAINTENANCE PROGRAM

STS TASK REFERENCE(S):

9k(10)(a) Manage aspects of user maintenance program

TRAINING REFERENCE(S):

AFI 41-201, *Managing Clinical Engineering Programs*

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

Ensure the trainee understands the management aspects of the user maintenance program. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Operator's Instruction Manual

User Maintenance Program Folder

STEPS IN TASK PERFORMANCE:

1. Maintain current operator's instruction manuals for all of the dental laboratory equipment
2. Familiarize yourself with the operator's instruction manual
3. Ensure that the equipment is serviceable, safe, and properly configured to meet mission requirements
4. Have the equipment inspected for safety and calibrated prior to operating
5. Ensure that training is conducted to all personnel who will be operating the equipment
6. Document training received to support the user maintenance program
7. Ensure BMET technicians establish a folder to properly track the historical maintenance of the equipment
8. Follow operator's instructions for performing user maintenance and scheduled cleaning
9. Ensure equipment is used only for the purpose which it was intended
10. Recognize how to identify defective equipment and potential hazards
11. Follow proper reporting procedures for maintenance requests

MODULE 13. MANAGING THE USER MAINTENANCE PROGRAM**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to manage a user maintenance program and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

MANAGING THE USER MAINTENANCE PROGRAM

DID THE TRAINEE...?	YES	NO
1. Maintain current operator's instruction manuals for all of the dental laboratory equipment		
2. Familiarize him/herself with the operator's instruction manual		
3. Verify the safe and proper operation of the equipment		
4. Ensure that training was conducted on new equipment received		
5. Document training received		
6. Follow operator's instructions for performing user maintenance		
7. Ensure equipment is used only for the purpose which it was intended		
8. Follow proper reporting procedures for maintenance requests		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 14. REPORTING DEFECTIVE EQUIPMENT AND UTILITIES FOR CORRECTIVE ACTION

STS TASK REFERENCE(S):

9k(10)(b) Report defective equipment and utilities for corrective action to appropriate agencies

TRAINING REFERENCE(S):

AFI 41-201, *Managing Clinical Engineering Programs*

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*,

EVALUATION INSTRUCTIONS:

The trainee must be able to report defective equipment and utilities to appropriate agencies for corrective actions. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Repairable Item Processing Tag
(AFTO Form 350)

Custodian Maintenance Report

STEPS IN TASK PERFORMANCE:

1. Identify the equipment needing repair to restore normal function, safety, performance, and reliability
2. Contact, using proper channels, the BMET technician to schedule repairs
3. Include the identification of the equipment, using activity, and nature of work requested
4. Retain a portion of the AFTO Form 350 tag for tracking the status of the equipment
5. Log all downtimes of broken equipment and verify against the custodian maintenance report
6. Follow the MTF guidance/directives for obtaining maintenance repairs on utilities
7. Identify defective equipment or utilities
8. Contact the facility manager and convey correct location of defective equipment or utilities
9. Inform the facility manager whether this job order affects mission accomplishment

MODULE 14. REPORTING DEFECTIVE EQUIPMENT AND UTILITIES FOR CORRECTIVE ACTION

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to report defective equipment and utilities for corrective action and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

REPORTING DEFECTIVE EQUIPMENT AND UTILITIES FOR CORRECTIVE ACTION

DID THE TRAINEE...?	YES	NO
1. Identify and verify equipment/utilities needing repair		
2. Contact proper individuals, using correct channels, to schedule repairs		
3. Provide detailed information about equipment or location of the utilities to be repaired		
4. Retain appropriate paperwork for tracking the status of equipment/utility repair		
5. Verify maintenance was completed to required operational standards		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 15. PROCESSING AND MAINTAINING AUTOMATED DENTAL TREATMENT DATA

STS TASK REFERENCE(S):

9o(1) Process and maintain automated dental treatment data

TRAINING REFERENCE(S):

AFCS Manual 47-226 Vol. 1-2, *Dental Data Systems*

Website: <https://www.afms.mil/afdent/topics/adacodes.htm>

EVALUATION INSTRUCTIONS:

After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist. Instruct the trainee to incorrectly input the last two AF Forms 644 and DD Forms 2322. This is necessary to test their ability to make clinical and lab productivity adjustments.

PERFORMANCE RESOURCES:

Daily Transaction Listing (DTL)

Record of Dental Attendance (AF Form 644)

Dental Data System

Dental Laboratory Work Authorization (DD Form 2322)

STEPS IN TASK PERFORMANCE:

1. Collect AF Forms 644 and DD Forms 2322 for input
2. Log onto DDS using valid password
3. Select Clinical Productivity program from MASTER MENU
4. Enter data taken from each AF Form 644
5. Select Lab/ADL Productivity program from MASTER MENU
6. Enter data taken from each DD Form 2322
7. Request DTL
8. Ensure data integrity; check each AF 644 and DD 2322 against the corresponding entry line on the DTL
9. Identify incorrect/faulty entries
10. Annotate the correct information on the DTL
11. Select Clinical Productivity program from MASTER MENU, then choose ADJUST CLINIC TRANSACTIONS option
12. Perform adjustment procedure for inaccurate transactions
13. Select Lab/ADL Productivity program from MASTER MENU, then choose ADJUST LAB/ADL TRANSACTIONS options
14. Perform adjustment procedure for inaccurate transactions
15. Log off of the Dental Data System
16. File DTL, AF Forms 644, and DD Forms 2322
17. Maintain these documents on file for 90 days

MODULE 15. PROCESSING AND MAINTAINING AUTOMATED DENTAL TREATMENT DATA**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to process and maintain automated dental treatment data and satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

PROCESSING AND MAINTAINING AUTOMATED DENTAL TREATMENT DATA

DID THE TRAINEE...?	YES	NO
1. Log on to the Dental Data System		
2. Select the appropriate program and input data from each AF Form 644		
3. Select the appropriate program and input data from each DD Form 2322		
4. Request DTL		
5. Check each AF 644 and DD 2322 against the DTL		
6. Annotate corrected information on the DTL		
7. Perform adjustment procedures for inaccurate transactions		
8. Log off the Dental Data System		
9. File DTL, AF Forms 644, and DD Forms 2322		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 16. PRODUCING AND MAINTAINING DENTAL REPORTS

STS TASK REFERENCE(S):

9o(1) Process and maintain dental automated treatment data

TRAINING REFERENCE(S):

AFCS Manual 47-226 Vol. 1-2, *Dental Data Systems*

AFI 47-101, *Managing Air Force Dental Services*

The Dental Management Guide

EVALUATION INSTRUCTIONS:

The trainee must be able to process and maintain dental automated treatment data. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Dental Data System

STEPS IN TASK PERFORMANCE:

1. Log on to the Dental Data System
2. Enter password to gain access to level one or two
3. Select the dental service reports program from the master menu
4. Move the cursor and enter a "Y" in the fields of the products you want
5. Produce a Span-of-Time report for the current month; ask the Chief of Dental Services to review it prior to creating the Dental Service Report (DSR)
6. Produce a Provider Report
7. Produce detailed Provider Report for the past quarter
8. Produce a DSR for the current month
 - a. Edit staffing information
 - b. Input supply costs per DWV/DLWV, and number of work days for the month
 - c. Enter facility change data as needed
 - d. Update remarks section in the Dental Service Management Report (Staffing) each month
9. Transmit Dental Service Report to MAJCOM/SGWD by selecting "T" from the reports sub-menu
10. File reports
11. Reprint report selected by trainer
12. Span of time reports and provider reports are maintained according to local directives

MODULE 16. PRODUCING AND MAINTAINING DENTAL REPORTS**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to produce and maintain dental reports and satisfactorily perform all tasks without assistance. Evaluate the trainee's performance using this checklist.

PRODUCING AND MAINTAINING DENTAL REPORTS

DID THE TRAINEE...?	YES	NO
1. Produce a Span of Time Dental Report for the current month		
2. Produce a Provider Report for the current month		
3. Produce a Detailed Provider Report for the past quarter		
4. Produce a Dental Service Report for the current month		
a. Edit staffing information		
b. Input dental class summary data, supply costs per CWV/DLWV, and number of work days for the month		
c. Input facility change data, if necessary		
d. Update remarks section for the current month		
5. Transmit DSR to command and HQ (if applicable)		
6. Reprint report selected by trainer		
7. Correctly file reports		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 17. INTERPRETING AUTOMATED TREATMENT DATA

STS TASK REFERENCE(S):

9o(2) Interpret automated treatment data

TRAINING REFERENCE(S):

AFCS Manual 47-226 Vol. 1-2, *Dental Data Systems*

AFI 47-101, *Managing Air Force Dental Services*

EVALUATION INSTRUCTIONS:

Demonstrate how to find productivity and staffing data on the Dental Service Report. Ensure the trainee understands where the data is located and how it is used. Have the trainee find productivity and staffing data on the Dental Service Report. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Base and Command Dental Service Report

STEPS IN TASK PERFORMANCE:

1. Identify the current DSR
 - a. Locate and state the total number of patients treated
 - b. Calculate the percentage of active duty patients treated
 - c. Locate and state the percentage of broken appointments
 - d. Locate and state the total number of DWVs
 - e. Locate and state the total number of DLWVs
 - f. Locate and state the supply cost per DWV and DLWV
 - g. Locate and state the number of active duty flying personnel in each dental readiness class
 - h. Locate and state the number of active duty mobility personnel in each dental readiness class
2. Identify the Dental Service Management Report (Staffing)
 - a. Locate and state key personnel assigned
 - b. Locate and state numbers of dental officers, 4Y0X1s, 4Y0X2s, and other assigned personnel
 - c. Locate and state the total number of active Red Cross volunteers
3. Identify the Facility Report
 - a. Locate and state address of the dental treatment facility, and type of Medical Treatment Facility
 - b. Locate and state year the building was constructed

MODULE 17. INTERPRETING AUTOMATED TREATMENT DATA**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must be able to interpret automated treatment data without assistance. Evaluate the trainee's performance using this checklist.

INTERPRETING AUTOMATED TREATMENT DATA

DID THE TRAINEE...?	YES	NO
1. Using the current DSR		
a. Identify the total number of patients treated		
b. Calculate the percentage of active duty patients treated		
c. Identify the percentage of broken appointments		
d. Identify total of DWVs, DLWVs, and supply cost per DWV, DLWV		
e. Identify active duty flying and mobility personnel in each dental class		
2. Using the Dental Service Management (Staffing)		
a. Identify key personnel listed		
b. Identify by status the total number of personnel assigned		
c. Identify the total number of active duty population		
3. Using the Facility Report		
a. Locate and state address of dental treatment facility and type of Medical Treatment Facility		
b. Locate and state the year the building was constructed		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 18. PREPARING OFFICIAL CORRESPONDENCE

STS TASK REFERENCE(S):

9h Prepare/review reports and correspondence

TRAINING REFERENCE(S):

AFH 33-337, *The Tongue and Quill*

AFMAN 33-326, *Preparing Official Communications*

EVALUATION INSTRUCTIONS:

Demonstrate how to prepare an official memorandum. Have the trainee prepare an official memorandum for the scenario provided. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Letterhead

Word processing application

Computer/Typewriter

Performance scenario

STEPS IN TASK PERFORMANCE:

1. Develop an Official Memorandum and Memo for Record for the scenario on the next page
2. Obtain the proper letterhead (printed or computer-generated)
3. Type or print on one side of the paper using blue or blue-black ink using 10 to 12 point fonts
4. Prepare the memorandum using plain language. Use logical organization; common, every day words, (except for necessary technical terms); "you" and other pronouns; the active voice; and short sentences
5. Use 1-inch margins on the left, right, and bottom for memorandums of 20 lines and longer. Use 1 to 1 ½-inch margins for 10-19 lines and 1 ½ to 2-inch margins for 1-9 lines
6. Place the date 10 lines from the top and flush with the right margin using the day, month, year format, for example, 25 February 2002
7. Type "MEMORANDUM FOR" in uppercase flush with the left margin, 2.5 inches/14 lines from the top of the page
8. Type "FROM: " in uppercase, flush with the left margin, two line spaces below the last line of the MEMORANDUM FOR element
9. Type "SUBJECT:" in uppercase, flush with the left margin, two line spaces below the FROM element
10. Begin the first line of the text two lines below the last line of the SUBJECT element
11. Number and letter each paragraph and subparagraph (a single paragraph is not numbered)
12. Indent subparagraphs 0.5-inch or five spaces and number and letter in sequence
13. Type or stamp the signature element five lines below last line of text
 - a. Place 4.5 inches from left edge of paper or three space to the right of page center
 - b. If dual signatures are required, type junior ranking official's signature block at left margin
 - c. Do NOT place the signature element on a continuation page by itself

- d. First Line. Type name in uppercase the way the person signs it; include grade and service if military; civilians may include their grade
 - e. Second Line. Duty title
 - f. Third Line. Name of the office or organization level if not printed on the letterhead or in the heading.
- 14. Sign correspondence with permanent black or dark blue ink; use black typewriter ribbons, black printer toner, or black ink for rubber stamps or signature facsimile equipment
 - 15. Attachment Element. Type “Attachment:” or “Attachments:” at the left margin, three line spaces below the signature element; see AFI 33-326 for correct format
 - 16. Establish a suspense only when you need a reply by specific date
 - 17. Follow the six basic steps for effective writing
 - a) Analyze purpose and audience
 - b) Conduct the research
 - c) Support your ideas
 - d) Organize the memorandum into; introduction, body, and conclusion
 - e) Draft and edit
 - f) Get specific positive and negative feed back
 - 15. Check for proper punctuation, abbreviations, capitalization, acronyms and numbers

Scenario:

You are the Dental Laboratory NCOIC. During your review of the HAZCOM Program you noticed that the laboratory is months over due for the required Bioenvironmental Periodic Survey. You are to draft an Official Memorandum requesting an appointment be established to complete this inspection. You should include your concerns about the health and welfare of your staff. Add an explanatory Memorandum for Record (page 157-158 of *The Tongue and Quill*) to the squadron copy. Include the purpose of the Official Memorandum, background information, and a statement about coordination of the memorandum through the Dental Laboratory Officer.

A sample Official Memorandum can be found in AFMAN 33-326, *Preparing Official Communication*.



MODULE 18. PREPARING OFFICIAL CORRESPONDENCE

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to prepare an official memorandum and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

PREPARING OFFICIAL CORRESPONDENCE

DID THE TRAINEE...?	YES	NO
1. Correctly format the memorandum		
2. Prepare the memorandum using plain language		
3. Analyze the purpose and audience		
4. Conduct research		
5. Support ideas		
6. Develop an introduction, body, and conclusion		
7. Draft and edit		
8. Get feedback		
9. Check punctuation, abbreviations, capitalization, and numbers		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 19. PREPARING MANAGEMENT REPORTS**STS TASK REFERENCE(S):**

- 9h Prepare/review reports and correspondence
- 9l Draft management reports using computer software applications

TRAINING REFERENCE(S):

Software application manual

EVALUATION INSTRUCTIONS:

Have the trainee draft a management report using a spreadsheet software application. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Personal Computer
Spreadsheet Software Program
Floppy Diskette

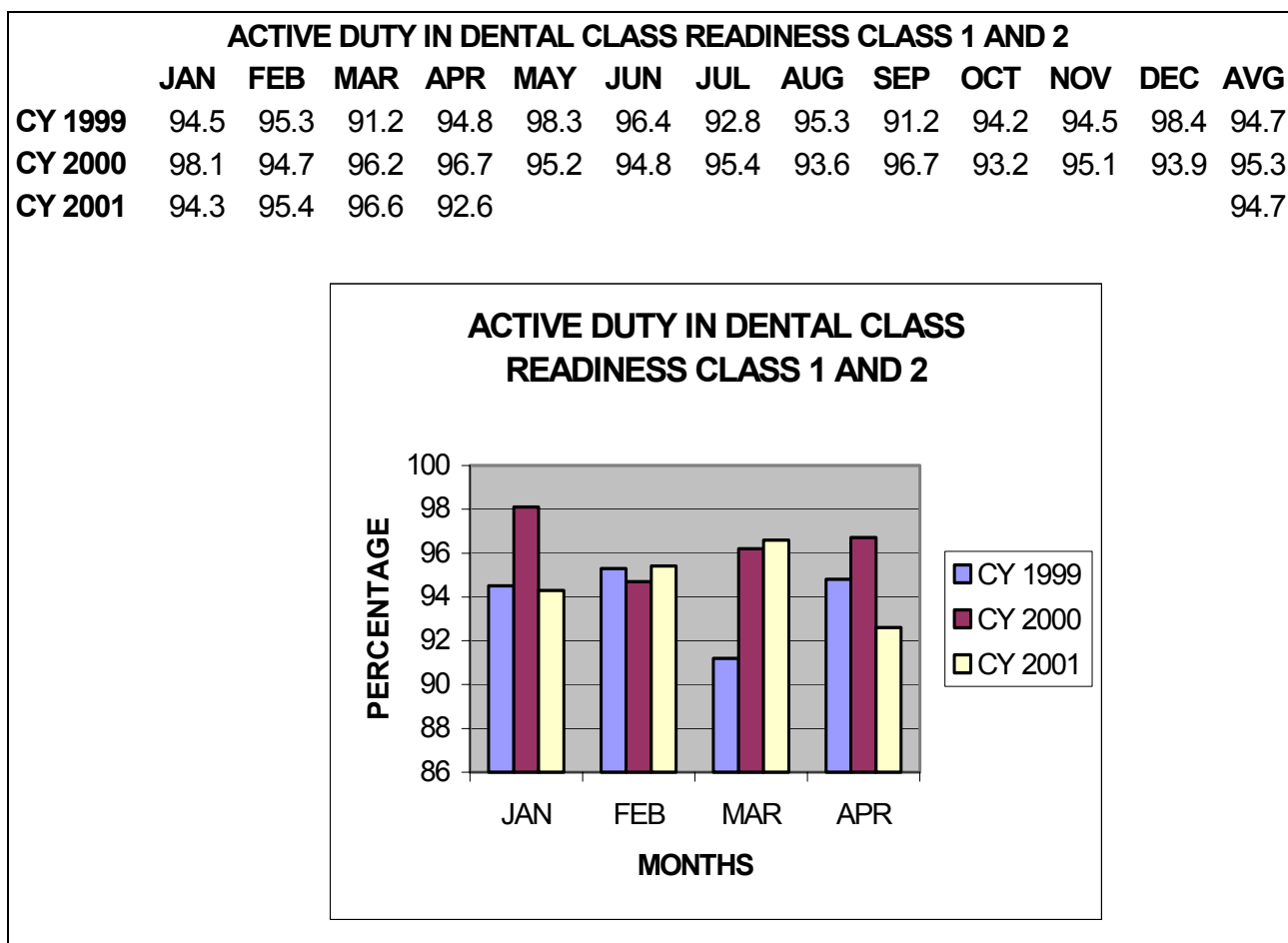
STEPS IN TASK PERFORMANCE:

1. Open spreadsheet program
2. Change paper orientation to landscape
3. Change left and right margin to 0.5 inches
4. Create a worksheet named ACTIVE DUTY IN DENTAL CLASS READINESS CLASS 1 AND 2
5. Bold title
6. Enter the following data. (See example spreadsheet on page 45)

	CY 1999	CY 2000	CY 2001
JAN	94.5	98.1	94.3
FEB	95.3	94.7	95.4
MAR	91.2	96.2	96.6
APR	95.2	96.7	92.6
MAY	98.3	95.2	
JUN	96.4	94.8	
JUL	92.8	95.4	
AUG	95.3	93.6	
SEP	91.2	96.7	
OCT	94.2	93.2	
NOV	94.5	95.1	
DEC	98.4	93.9	



7. Use columns for the months and rows for the years.
8. Center title across all the columns
9. Bold the months and years
10. Center the cells that contain the months
11. Enter a formula or use a function to provide an average for CY1999
12. Copy the formula/function of the CY 1999 Average cell to the CY 2000 and CY2001 Average cells
13. Change CY 1999 APR data to 94.8
14. Confirm that the CY 1999 Average amount changed
15. Create a chart using CY 1999-CY2001 JAN to APR data
16. Save your worksheet/chart as STATS to Drive A:
17. Quit the spreadsheet program
18. Check spreadsheet against the following figure:



MODULE 19. PREPARING MANAGEMENT REPORTS**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without error or assistance. Evaluate the trainee's performance using this checklist/

PREPARING MANAGEMENT REPORTS

DID THE TRAINEE...?	YES	NO
1. Change paper orientation and margins		
2. Use columns for months and rows for the years		
3. Enter the correct data		
4. Enter a formula or function to provide the averages		
5. Change CY 1999 APR data		
6. Create a chart using the correct information		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.



MODULE 20. PREPARING OPERATING INSTRUCTIONS

STS TASK REFERENCE(S):

- 9i Prepare/review operating policies and instructions

TRAINING REFERENCES:

AFH 33-337, *The Tongue and Quill*
AFMAN 33-326, *Preparing Official Communications*
AFI 33-360V1, *Publications Management Program*
AFI 47-101, *Managing Air Force Dental Services*

EVALUATION INSTRUCTIONS:

Demonstrate how to prepare a dental operating instruction. Have the trainee prepare a dental operating instruction using the scenario provided. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Computer	Performance scenario
Microsoft Word	

STEPS IN TASK PERFORMANCE:

1. Develop a dental operating instruction (DOI) for the scenario on the next page
2. Type in Microsoft Word software, 12-point Times New Roman font
3. Double space, full-measure format, NOT dual-column format
4. Use 1-inch left, right, top, and bottom margins
5. Write in a direct, active voice with simple, grammatically correct, concise sentences
6. Keep paragraphs 7-9 sentences long, divide into subparagraphs or main paragraphs if needed
7. Conduct research; verify all resources are current
8. Refer to heading of AFI 47-101 for correct format of title page heading
9. Assign OI number based on series number from AFI 33-360, Volume 1, control number after hyphen begins with Arabic 1 and continues sequentially with each OI
10. Assign effective date on heading as of the issuance date the approval authority assigns
11. Write a 2-4 sentence purpose statement outlining the reason for the OI and who must comply
 - a) Include antecedent policy directive and title, the parent instruction e.g., AFI 47-101, Dental Services
 - b) Material relating to an OSHA standard must include "This instruction is consistent with Air Force Occupational Safety and Health (AFOSH) standard or Department of Labor Occupational Safety and Health Act (OSHA) standard (or standards) (number)."
12. Develop titles for main paragraphs, no more than 10 words
13. List "References" in a single paragraph – if more than 10, then create an attachment
14. Create "Terms Explained" paragraph to spell out acronyms and abbreviations – refer to forms/publications by number and long title the first time used

15. Number main paragraphs consecutively, Arabic numerals; e.g., 1,2, etc. Subparagraphs use Arabic numerals in sequence, separated by periods, progressing from the main paragraph number.
Example:
 - 1.1.1. for the first subparagraph
 - 1.1.1.1. for the first paragraph under the first subparagraph
 - 1.1.1.1.1. for the first paragraph under the first sub-subparagraph, etc.
16. Place Title-Page Footnotes – follow format of AFI 47-101 title-page
 - a) Supersession Line. Give the publication number and date of superseded publication.
 - b) Office of Primary Responsibility (OPR). Writer's office, duty section, rank and name
17. Include signature block of approval authority on last page of publication, before attachments
 - a) Position first line 5 lines below last line of OI
 - b) Position 4.5" from the left edge of the page or three spaces to the right of page center
 - c) Include Name, rank, grade, and service in uppercase on first line
 - d) Use uppercase and lower case on second line for duty title
18. Edit OI for accuracy, currency, integrity, and expected compliance (heading, subject and main titles, title-page footnote, and signature element)
19. Edit for grammar, spelling, punctuation, capitalization, and use of references, abbreviations, acronyms, and terms

Scenario:

Choose a topic from the following list or select one of your own with approval from your trainer. Develop an operating instruction (OI) on the chosen topic. Follow the format of AFI 47-101.

Continuing Education
Dental Patient Management
Facility Management
Periodic Dental Examinations
Resource Management
Occupational Health and Safety
Dental Radiology
Management of Medical Emergencies
Preventive Dentistry Program
Dental Laboratory Safety
Precious Metals and Alloys
Management of Flying / Rated / PRP personnel



MODULE 20. PREPARING OPERATING INSTRUCTIONS PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to prepare a dental operating instruction and satisfactorily perform all parts of the task with no more than four trainer assists. Evaluate the trainee's performance using this checklist.

PREPARING OFFICIAL CORRESPONDENCE

DID THE TRAINEE...?	YES	NO
1. Use correct software, page layout, font, and margins		
2. Present material in a logical, orderly sequence		
3. Write text in an active voice, plain, uncluttered style (avoid jargon)		
4. Conduct research		
5. Correctly format the operating instruction heading		
6. Coordinate OI number with correct series number in AFI 33-360, Volume 1		
7. Write a purpose statement with required elements		
8. Develop titles to describe text of document, paragraphs, etc.		
9. Refer to forms/publications by number and long title the first time used		
10. Identify "References" as a paragraph title or by a glossary		
11. Spell out abbreviations and acronyms under "Terms Explained" title		
12. Correctly number paragraphs and subparagraphs		
13. Complete a footnote with required elements		
14. Correctly format signature element		
15. Edit document		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 21. EVALUATING STAFFING REQUIREMENTS**STS TASK REFERENCE(S):**

- 10i Evaluate manning, staffing and utilization requirements

TRAINING REFERENCE(S):**EVALUATION INSTRUCTIONS:**

Demonstrate how to evaluate staffing requirements. Have the trainee evaluate staffing requirements. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Unit Manning Document (UMD)

Unit Personnel Management Roster (UPMR)

STEPS IN TASK PERFORMANCE:

1. Review the UMD to determine manpower authorizations
2. Compare authorizations listed on the UMD with assigned personnel listed on the UPMR
3. Ensure assigned personnel are matched against an authorized position number within their control AFSC, consider the duty AFSC on both the UMD and UPMR
4. Identify overages or shortages in assigned manpower versus authorizations



MODULE 21. EVALUATING STAFFING REQUIREMENTS

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to evaluate staffing requirements and satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

EVALUATING STAFFING REQUIREMENTS

DID THE TRAINEE...?	YES	NO
1. Correctly identify the UMD and UPMR		
2. Match each member listed on the UPMR against an authorized position number on the UMD		
3. Ensure each member was matched to the appropriate CAFSC		
4. Identify overages or shortages in assigned manpower versus authorizations		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

MODULE 22. MAINTAINING LOGISTICS PUBLICATIONS AND RECORDS**STS TASK REFERENCE(S):**

9k(2) Maintain supply/equipment publications and records

TRAINING REFERENCE(S):

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General*

Air Force Medical Logistics Letter (AFMLL)

EVALUATION INSTRUCTIONS:

Demonstrate how to maintain medical supply or equipment publications and reports. Have the trainee use medical equipment or supply report listings. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist

PERFORMANCE RESOURCES:

AF Form 126, Custodian Request Log

AF Form 601, Equipment Action Request

AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System—General*

AFMLL

Civilian Catalogs

Custodial Actions List (CAL)

Custody Receipt/Locator List (CRLL)

Historical Maintenance Report (HMR)

Stock Status Reports

Supplemented local directives

Three-year Equipment Budget Requirement List

Using Activity Backorder Report

Using Activity Issue/Turn-in Summary

**STEPS IN TASK PERFORMANCE:**

1. Maintain current AFMAN 23-110, Vol. 5, *Air Force Medical Materiel Management System--General* and local directive supplements
2. Maintain AFMLL for 12 months unless rescinded or superseded
3. Maintain computer products for specified period of time:
 - a) Activity issue list until verified against the Issue/Turn-in Summary
 - b) Issue/Turn-in Summary for one fiscal year in addition to the fiscal year you are currently operating in
 - c) Backorder Report for one fiscal year in addition to the fiscal year you are currently operating in
 - d) Shopping Guide until superseded (produced upon yours or medical logistics' request)
 - e) CRLL until superseded
 - f) CAL until verified against CRLL
 - g) HMR until superseded
 - h) Three-year Equipment Budget Requirement List until superseded
4. Maintain Custodian Request Log, AF Form 126 for all prepared AF Forms 601

MODULE 22. MAINTAINING LOGISTICS PUBLICATIONS AND RECORDS**PERFORMANCE CHECKLIST****INSTRUCTIONS:**

The trainee must satisfactorily perform all parts of the task without assistance. Evaluate the trainee's performance using this checklist.

DID THE TRAINEE...?	YES	NO
1. Identify the steps for maintaining current AFMAN 23-110, Vol. 5, <i>Air Force Medical Materiel Management System--General</i> and local directive supplements		
2. Identify the steps for maintaining AFMLL		
3. Identify the steps for maintaining computer products		
4. Identify the steps for maintaining Custodian Request Log, AF Form 126 for all prepared AF Forms 601		

FEEDBACK:

Provide trainee with appropriate feedback. (Refer to Introduction)



MODULE 23. SHIPPING AND RECEIVING CASES

STS TASK REFERENCE(S):

3i Ship and receive prosthodontic casework

TRAINING REFERENCE(S):

AFP 162-6, Vol. 1, *Dental Laboratory Technology*

Peterson ADL Submission Standards

EVALUATION INSTRUCTIONS:

Demonstrate how to ship and receive prosthodontic casework. Stress that cases sent to area dental laboratories or other base laboratories must be packaged properly to prevent damage or loss. Have the trainee ship and receive prosthodontic casework. After ensuring the trainee has received sufficient practice, evaluate his/her abilities using the performance checklist.

PERFORMANCE RESOURCES:

Diagnostic Cast

Shipping Tape

Plastic Teeth, If Needed

Stone Tooth Index, If Needed

Brown Mailing Paper

Master Casts (2)

Mounting Straps, If Needed

Shipping Box W/Foam Inserts

Plastic (Headrest Cover) Bags

DD Form 2322, Dental Laboratory Work Authorization And Consultation Request

STEPS IN TASK PERFORMANCE:**PACKING AND SHIPPING OF PROSTHODONTIC CASEWORK**

1. Check the case contents to make sure all items required for fabrication are present
2. Disinfect the case materials before shipping utilizing local disinfection protocols
3. Document the disinfection procedure on DD Form 2322
4. Complete DD Form 2322, blocks 1 and 2
5. List all items enclosed in the shipping box on DD Form 2322
6. Place the patient name on the back of all casts using waterproof ink only
7. Place the base laboratory case number on all items accompanying the case using waterproof ink
8. Maintain one copy of DD Form 2322 at the sending base laboratory
9. Send appropriate number of DD Forms 2322 with cases
 - (a) Send original and one copy of DD Form 2322 with cases not requiring precious metals
 - (b) Send original and two copies of DD Form 2322 with cases requiring precious metals
10. Place DD Form 2322 (without the carbons) on the top of the foam
11. Complete base laboratory shipping log for tracking purposes according to local procedures
12. Place the casts and additional items in plastic bags (i.e. headrest covers) to keep the foam inserts clean
13. Position the casts in the foam inserts with bases facing the center, heels down, and teeth facing the end of the box
14. Ship individual dies separately in small containers (do not leave dies in cast), adequately cushion dies with cotton or gauze
15. Use additional shipping boxes for extra items such as diagnostic casts, stone straps, jaw relation records, etc
16. Package no more than one cast, impression, or pill bottle per slot in the shipping box
17. For multiple box shipments
 - (a) Include a DD Form 2322 in each box
 - (b) Indicate the “box number” on the top of the form, for example “one of two”, “two of two”, etc
 - (c) Wrap multiple boxes together as a single package
18. Wrap boxes with brown mailing paper and tape securely with shipping tape
19. Complete the address labels and affix to the wrapped boxes (Do not put tape or labels directly on unwrapped shipping boxes)
20. Forward the properly prepared package to the designated location

RECEIVING PROSTHODONTIC CASEWORK

1. Unpack the shipping box
2. Check to make sure that the prosthesis matches DD Form 2322 and that all items are present
3. Disinfect the entire contents according to local protocol
4. Document receipt of the case in the shipping log



MODULE 23. SHIPPING AND RECEIVING CASES

PERFORMANCE CHECKLIST

INSTRUCTIONS:

The trainee must be able to pack, ship, and receive casework and satisfactorily perform all parts of the task without assistance. Ensure proper safety precautions are followed. Evaluate the trainee's performance using this checklist.

PACKAGING AND SHIPPING OF PROSTHODONTIC CASEWORK

DID THE TRAINEE...?	YES	NO
1. Check to make sure all items required for prosthesis fabrication are present		
2. Disinfect contents according to local protocol following proper safety precautions		
3. Complete DD Form 2322 blocks 1 and 2		
4. Document all items included in the shipment, the disinfection procedure, and the box number (if part of a multiple box shipment) on DD Form 2322		
5. Send the correct number of DD Form 2322s with the case		
6. Position casts and additional items correctly in the shipping box		

RECEIVING PROSTHODONTIC CASEWORK

DID THE TRAINEE...?	YES	NO
1. Check to make sure that the received prosthesis matches DD Form 2322 and that all items are present		
2. Disinfect contents according to local protocol following proper safety precautions		
3. Document receipt of case according to local procedures		

FEEDBACK:

Using this checklist as a source of information, discuss the trainee's performance indicating strengths and weaknesses, suggested improvements, etc. If the trainee performed all steps of the task satisfactorily, both the trainer and trainee should certify performance by appropriately documenting the OJT record.

Dental Laboratory Qualification Training Progress Record

Rank/Name _____

(Circle One)

Qualification Upgrade Training to: **5-Skill Level** **7-Skill Level**

<i>Volume 4. Administration and Management</i>					
<i>Core Task</i>	<i>Module Number</i>	<i>Page Number</i>	<i>Module Title</i>	<i>Date Completed</i>	<i>Trainer's Initials</i>
⑦	1.	1	Inspecting Quality of Clinical Casework Received		
⑦	2.	3	Inspecting Quality of Laboratory Casework Completed		
⑤	3.	5	Managing an Inventory of Artificial Teeth		
⑦	4.	7	Managing the Dental Register of Precious Metals and Alloys		
⑦	5.	10	Managing Financial Requirements		
⑦	6.	13	Maintaining Administrative Files		
⑦	7.	16	Preparing Request for Issue/Turn-In Supplies and Equipment		
⑦	8.	19	Managing Stock Levels		
⑦	9.	22	Storing Dangerous Materials		
⑦	10.	24	Storing and Turning-In Disposable Items		
⑦	11.	26	Using Medical Equipment or Supply Report Listings		
⑦	12.	29	Reporting Unsatisfactory Supplies or Equipment		
⑦	13.	31	Managing the User Maintenance Program		
⑦	14.	33	Reporting Defective Equipment and Utilities for Corrective Action		
⑦	15.	35	Processing and Maintaining Automated Dental Treatment Data		
⑦	16.	37	Producing and Maintaining Dental Reports		
⑦	17.	39	Interpreting Automated Treatment Data		
⑦	18.	41	Preparing Official Correspondence		
⑦	19.	44	Preparing Management Reports		
⑦	20.	47	Preparing Operating Instructions		
⑦	21.	50	Evaluating Staffing Requirements		
	22.	52	Maintaining logistics publications and records		
	23.	55	Shipping and Receiving Cases		

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VOLUME 4 _____ *Appendix B*

MEMORANDUM FOR 381 TRS (CDC Manager)
 917 Missile Rd
 Sheppard AFB TX 76311-2246

FROM:

SUBJECT: Qualification Training Package Improvement

1. Identify volume and module.

Volume # _____

Module # and
title _____

2. Identify improvement/correction section(s)

_____ STS Task reference	_____ Performance Checklist
_____ Training Reference	_____ Feedback
_____ Evaluation Instructions	_____ Format
_____ Performance Resources	_____ Other
_____ Steps in Task Performance	

3. Recommended changes--use a continuation sheet if necessary.

4. Thank you for your time and interest.

YOUR NAME, RANK, USAF
Title/Position